

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 25-2

24 March 1961

SUBJECT : Establishment and Revision of OTR Courses

RESCISSION: OTR Regulation No. 25-2, dated 9 May 1958

REFERENCE : OTR Regulation No. 25-11, dated 12 January 1960

### 1. GENERAL

This regulation identifies the responsibilities of School and Staff Chiefs with respect to establishing or revising OTR courses. It is applicable both to regular OTR courses and to those "special" courses set up to meet special, non-recurring requirements for training support. It does not apply to covert training. Approval by the Director of Training is required for establishment of any new course.

### 2. RESPONSIBILITIES

- a. School Chiefs are responsible for developing courses within their respective training jurisdictions.
- b. The Chief, Plans and Policy Staff is responsible for reviewing the objectives and scope of OTR courses for Agency and Office policy implications, and for making available the services of the OTR Educational Specialist with respect to curriculum and course planning.
- c. The Chief, Assessment and Evaluation Staff, is responsible for developing appropriate psychological services.
- d. The Chief, Support Staff, is charged with providing general administration and support services in such matters as finance, security, classroom maintenance, supply, transportation, reproduction and visual and audio-visual training aids.
- e. The Registrar is responsible for organizing and providing information, registration, classroom assignment, and records services.

### 3. COORDINATION

- a. To assure effective support, the Registrar is charged with the further responsibility of determining that provision has been made for the establishment, scheduling, and announcement of courses; the registration and evaluation of students; and accreditation of the training.

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Responsible officials will notify the Registrar when courses are to be established or revised and will keep him informed on matters of significance at all stages of development.

b. To help avoid unnecessary duplication and ensure full utilization of available resources, the Chief, Plans and Policy Staff will keep abreast of current OTR training activities and materials and will alert School Chiefs [redacted] to new developments, materials, and trends affecting their separate training activities. Responsible officials will keep Chief, Plans and Policy Staff, advised of current training plans and developments and will bring to his attention significant new training materials, instructional aids, techniques and trends developed under their jurisdiction. 25X1

c. To assure coordination with appropriate senior Agency officials, OTR School Chiefs [redacted] will keep the Director of Training or his Deputy informed of plans to secure the services or assistance of the Director of Central Intelligence, Deputies and Assistants, and outside officials of comparable status, in the conduct of OTR courses. The Director of Training shall be informed of such plans prior to the establishment of contact with the senior persons concerned. 25X1

[redacted]  
MATTHEW BAIRD  
Director of Training 25X1

Distribution:

School, Staff, Branch Chiefs:

[redacted]  
and Chief Instructors

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